

# Special Session

<b>Agenda Item #</b>	3
<b>Meeting Date</b>	July 30, 2007
<b>Prepared By</b>	Venita-Enola George
<b>Approved By</b>	Barbara B. Matthews City Manager

<b>Discussion Item</b>	Single Reading Ordinance Authorizing the Purchase of Automated External Defibrillators (AEDs) for City Facilities
<b>Background</b>	<p>The Council has expressed an interest in providing appropriate safety measures in municipal facilities for City employees and visitors.</p> <p>Staff research revealed that the American Red Cross (ARC) serves as a distributor for AEDs as well as providing the required training and requisite medical direction.</p> <p>Representatives of the ARC inspected the City's facilities and recommended the installation of three AED units in the Community Center (one on each floor), one unit in the main office of the Public Works Department, and one unit in the New Hampshire Avenue Recreation Center. They further recommended the purchase of five LIFEPAK CR Plus Defibrillators that are fully automatic and that have an Emergency Response Code voice prompt. ARC also recommended that the City store the AEDs inside of an alarmed wall cabinet to ensure the safety of the equipment and to reduce the probability of theft.</p> <p>Dr. Wolfgang Mergner, City resident and a member of the City's Emergency Preparedness Committee, provided staff with expert assistance in their research efforts.</p> <p>The ARC is the only source identified by staff that provides all the essentials for this program. Accordingly, this is a proposed sole source procurement.</p>
<b>Policy</b>	<p>The City Code provides that:</p> <p>“The City Council shall, by ordinance duly enacted, approve all expenditures of \$5,000.00 or more for professional services and all expenditures of \$10,000.00 or more for any other single purchase of goods or services other than professional services; provided, however, that ordinances approving such expenditures may be enacted upon a single reading without being read at 2 meetings of the City Council prior to adoption, if each such expenditure is specifically authorized in the budget ordinance for the current year or an ordinance revising it and the cost of the procurement is equal to or less than the budgeted amount.</p> <p>If the project, goods or services were authorized in the budget ordinance but</p>

	<p>exceed the budgeted amount, an ordinance approving such expenditure may be enacted upon a single reading without being read at 2 meetings of the City Council prior to adoption; provided, however, that the City Administrator makes a determination that funds are available to cover the cost of the procurement.”</p> <p><u>“Sole Source Procurement.</u> A contract may be awarded for a good, service or construction item without the requirement of competitive bidding when, under such regulations as the City Manager may establish, the City Manager determines, in writing, that there is only one available source for the good, service or construction item or if a specific manufacturer’s product is required to ensure compatibility with existing installed equipment and so notifies the City Council. The City Manager’s determination shall be subject to review and approval by the City Council...”</p>
<b>Fiscal Impact</b>	<p>The adopted FY08 budget includes \$9,000 for the purchase of Automated External Defibrillators.</p> <p>The initial cost to the City is as follows:  \$9,000 for the purchase of five AEDs;  \$3,125, annually for authorization and medical direction;  \$5,616 for staff training of 85 employees; and  \$1,270 for 5 security cabinets.  <b>\$19,011 is the total cost.</b></p> <p>There are sufficient funds in the non-departmental employee training account for the cost of the required training. The remaining cost in excess of the approved \$9,000 (i.e. \$4,395) will be absorbed by savings in the non-departmental accounts which include the general contingency account.</p>
<b>Attachments</b>	Single Reading Ordinance
<b>Recommendation</b>	Approval of the Single Reading Ordinance awarding a contract to the American Red Cross of the National Capital Area
<b>Special Consideration</b>	

Introduced by:

Adopted:  
Single Reading

**CITY OF TAKOMA PARK, MARYLAND**

**Ordinance No 2007 -**

**PURCHASE OF AUTOMATED EXTERNAL DEFIBRILLATORS, STAFF TRAINING  
AND CONTRACTING FOR MEDICAL DIRECTION**

**WHEREAS,** the City wishes to provide every reasonable safety measure for employees and visitors to City Facilities; AND

**WHEREAS,** providing Automated External Defibrillators (AEDs) and staff trained in their use provides for improved safety; AND

**WHEREAS,** AEDs are recommended by the American Heart Association and other medical authorities; AND

**WHEREAS,** funding in the amount of \$9,000 was included in the FY 08 budget for the purchase of AEDs for City facilities; AND

**WHEREAS,** based on research conducted by City staff and assisted by Dr. Wolfgang Mergner, a City resident, staff has determined that the proposal submitted by the American Red Cross is responsive and a sole source able to provide all the aspects required for the safe conduct of this type of program; AND

**WHEREAS,** this purchase meets the provisions of the City Code relating to sole source procurement; AND

**WHEREAS,** funds are available in the adopted FY 2008 Budget to cover the costs for this program.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF  
TAKOMA PARK, MARYLAND THAT:**

Section 1. The City Manager or her designee is authorized to contract with the American Red Cross in the amount of \$19,011 for the purchase of five Automated External Defibrillators, related accessory equipment, medical direction and training.

Section 2. This ordinance shall become effective upon adoption.

Adopted this \_\_\_ day of July, 2007 by roll-call vote as follows.

AYE:

NAY:

ABSTAIN:

ABSENT: